

A NEWSLETTER
FROM THE STATE OF
WASHINGTON
DIVISION OF
DISABILITY
DETERMINATION
SERVICES

The Disability Digest

Volume 9 Issue III

July 2006

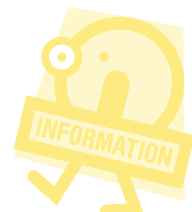
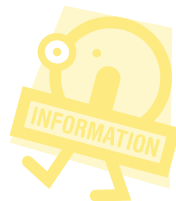
Division of Disability Determination Services Website

Want information at your fingertips? We now have a website under the Department of Social and Health Services! The website includes good information on it including names and phone numbers of contact people here at the DDS. The website provides basic information such as who we are and what we do, the definition of disability, and how a claim is processed at the DDS.

For our consultative examiners, it will provide you a place to get some of those FAQ's answered. Such as who can I call in Professional Relations? How much does the DDS pay for this type exam? What is the talk about uploading my reports electronically? Just click on the Medical Provider Information section on the left hand side of the website. This section includes our current fee schedule for examinations, some of the examination guidelines, information on uploading medical evidence to a secure Social Security Website, and a link to the medical criteria (bluebook) we use in determining if someone is medically eligible for the disability program. It also gives the billing hotline phone number, if you need to check on your payments. Check it out!

The website is:

<http://fortress.wa.gov/dshs/maa/DDDS/Index.htm>



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**To our CE Panel:
We would like to Thank You for all the hard work you do for us.
We appreciate the service you provide!**

IMPORTANT REMINDERS

We need your help! Just a couple of reminders to help things go smoother.....



In order to pay you for your services, accurately and timely we need some assistance from you. Here are a few friendly reminders when you are submitting your examination reports and/or billing vouchers. Billing Helpline: 360-664-7727.

- 👍 Please remember to wet sign your report(s) before submitting it to the DDS. Because of Social Security rules, we are unable to make a determination without a signed report. Therefore, having an unsigned report can cause delays in case processing. If you are uploading reports electronically via the secure Social Security Website, you do not need to wet sign your report. The Attestation Statement you click “agree” to is your signature for the report.
- 👍 Please be sure to include the correct voucher when submitting CE voucher for payment. It may sound silly, but it is time consuming and can cause significant delays if we do not have the correct authorization. This also includes if an examination was cancelled/no show, but then rescheduled, do not submit the cancelled/no show CE voucher in with the report charges. Please pay attention to the approved date and time that is indicated on the voucher to make sure it matches with your report date of service. If you are uncertain, please contact your scheduler.
- 👍 If a claimant does not show for their appointment, please let the adjudicator or scheduler know **within 24 hours** of the appointment date and time. There have been times in which we haven’t been notified of a “no show”. The adjudicator stumbles across it when they call to get status of a report. This causes significant delays in case processing ultimately affecting the claimant. Please be sure to notify the DDS right away when there is a no show.

Will You Give Us Some Input?

We are trying to update our files regarding insurance coverage. We would appreciate any information you can give us regarding your insurance. Please fax or email us any information regarding general liability insurance, including coverage for bodily injury, property damage, and contractual liability. If you could also provide us coverage amounts for “each occurrence” and “general aggregate”, we would greatly appreciate it. Thank you in advance for your help!

FAX: 360-664-7561 ATTN: Professional Relations or email to Leann.Amstutz@ssa.gov.

Thanks to all those who already responded to Leann’s brief informal email.

Thank you!!



We would like to take the time to recognize some of the doctors on our Consultative Examination Panel for a job well done. Every other month, we send out Questionnaires to claimants to obtain feedback regarding examinations we schedule for their disability claims. And we, Professional Relations, also get feedback from our Medical Consultants and Adjudicators. Thank you for your excellent work!

- **Thomas Genthe, PhD** — “the doctor was very kind, nice, and very patient with me.”
- **Joyce Everhart PhD**— “Joyce was very kind and respectful. Took the time to understand my anxiousness”
- **James Egan MD/Hearing Connection** —”I was impressed with the conduct of everyone from the receptionist to the doctor. He was very courteous, polite, and through”
- **Fred Price, DO** —”Very good doctor. He was courteous and caring.”
- **Luis Wainstein, MD**— (from a DDS Medical Consultant) ”Dr. Wainstein is thorough, coherent, obviously caring towards the claimant, and it is a joy to read this CE!”
- **Thomas Westhusing, DO**—”He was very calm mannered, never rushed. And he was extremely thorough. I would highly recommend him ”

About Mental Exams



Typically the last piece of medical evidence we obtain is through consultative examinations. Most of the time, it is because there was not enough “functional” information regarding the claimant from the information we have obtained. Here are some important tips and things to think about :

- ♦ **Work Attempts** - Please differentiate between if the work was independent or sheltered. How long did the claimant perform the job? 2 weeks or 2 years. Why are they no longer working there? Did they get fired or did they quit? It is important to indicate a reason why they no longer work at that particular job. For instance, it is good for us to know if they got fired because they could not get along with co-workers or their supervisors OR if they got fired because the job was too complicated. Just a simple statement of why they are no longer employed in that position. Details are always good.
- ♦ **Activities of Daily Living**— Does the results of the MSE and the ADL’s add up? Are they consistent? Also good information for us to know is how well they do their ADL’s. Do they need assistance? What type and how much? Let’s say the person says they cook. Do they follow a recipe? Or is it mostly sandwiches and microwavables? (What is their skill level in the ADL in question?) In all aspects of ADLS, detailed functional information is useful information for disability determinations.



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Electronic Medical Evidence



We are still working to get doctors to sign up to upload their reports electronically through Social Security's secure website! So far, we have had good results and most seem to really like submitting reports this way. Please call us and we will get you a Pin and Password. Or if you would prefer, one of us can come out and do a demonstration which takes about fifteen minutes.

If you receive a request for medical records from the DDS, you may also submit these records electronically. You have a couple of options. You can fax the medical records, using the barcode-ed page as your fax coversheet OR, if you have electronic medical records, you can upload these to the secure website as well. Please call or email us for more information.

****IMPORTANT REMINDER to website users****

Be certain you are keying ALL the information from the bar code correctly. If anything is mis-keyed, the report will not load to the electronic case and is not receipted into our office. Hence, it could cause us to think the report is late. Additionally, the RQID consists of zero's and the letter "O", letter "I" and number 1. All letters are case sensitive.